



# NAVAJO COUNTY

## JOB DESCRIPTION

**TITLE:** Public Fiduciary Estate Manager

**FLSA:** E

**SERVICE:** Classified

**REVISED:** 9/09/05

**Summary:** Under administrative direction performs professional work of unusual difficulty in the supervision and administration of assets in conservatorships, decedent estates, and indigent burials; performs related work as assigned.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Manages real and personal property of all Guardianship and Conservatorship cases.
- Secures real and personal property and conducts inventory.
- Documents case activities and manages the probate caseload.
- Supervises staff relative to estate issues.
- Monitors completion of assignments and provides recommendation and guidance in difficult cases.
- Conducts review of miscellaneous legal documents such as wills and trusts, correspondence and reports to ensure compliance.
- Conducts meetings/conferences related to caseload, attends staff and interoffice conferences for the Public Fiduciary cases.
- Coordinates activities with agencies and persons, such as financial institutions, investors, realtors and the Office of the Attorney General.
- Develops policies, procedures and departmental goals.
- Supervises temporary and volunteer employees.
- Reviews, analyzes and responds to correspondence, reports and proposed legislation.
- Plans, manages and supervises the Public Fiduciary auctions of personal property.

### Knowledge and Skills:

- Knowledge of statutes, court decisions and legal principles and practices relating to guardianship, conservatorship, and personal representatives.
- Knowledge of the principles and practices of real estate and property management, security analysis, banking, and inventory control.
- Knowledge of principles and practices of fiduciary administration.
- Knowledge of investigative, research methods and techniques.
- Knowledge of Microsoft Office and Corel WordPerfect Office computer programs.
- Skill in effectively interacting with individuals and families from a variety of different economic, social, educational and ethnic backgrounds.
- Skill in obtaining facts, evaluating data and drawing appropriate conclusions.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.

### Minimum Qualifications:

Bachelor's degree from an accredited college or university in a field related directly to the position, with preference in the probate field and three (3) years experience in fiduciary administration; must obtain Arizona Supreme Court Fiduciary Certification within one (1) year. Must possess and maintain a valid state of Arizona Driver's License. Anyone employed with the Public Fiduciary Department is required to be fingerprinted and must have a background check in addition to the regular employment history check.